



JOB DESCRIPTION.

JOB TITLE	Production Manager
REPORTS TO	Head of Production
DEPARTMENT	Theatre & Performance

BACKGROUND

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare accessible for all.

PURPOSE OF JOB

The Production Manager will work closely with the Head of Production to ensure delivery of our productions, events and operations, with a strong focus on sustainability. They will collaborate with creative teams from inception to final performance to achieve high production values in our two iconic venues. A key aspect of this role is creative problem solving, ensuring that any challenges are met with innovative and practical solutions that achieve the artistic vision.

They will support the smooth running of the wider Production Department, liaising with Heads of Production Departments to ensure work is planned, budgeted and resourced appropriately to deliver our busy repertory seasons.

Together with the Head of Production Operations, they will ensure shows and production activities are carried out in compliance with relevant Health & Safety legislation and industry best practice.

PRINCIPAL RESPONSIBILITIES

Production Management:

- Oversee all aspects of production management on allocated productions, collaborating with creative teams and production personnel to meet key production deadlines from initial concept through to final performance, recruiting and onboarding key freelance production staff at the appropriate time.
- Ensure effective decision making through the parameter and design process, updating costings and sustainability trackers in a timely fashion.
- Ensure designs are realised considering other productions in the repertory season, have achievable turnaround strategies and make effective and sustainable use of resources and staffing. For touring productions, ensuring productions align with technical specifications, travel and haulage parameters for each venue.
- Work with creative and production teams to manage risks in performance and production, ensuring safe practice at all stages of the production process. Collate the Health and Safety file for each production, with appropriate Risk Assessments, Method Statements, Rigging Documentation, CDM and CPP paperwork as appropriate. Follow up to ensure checklists evolve, are up to date and recorded.

- During fit ups through technical rehearsals and into the preview period, lead and supervise the production teams; stage managers, production staff and crew, acting as a central point of contact for decision making.
- Attend previews and lead technical notes sessions, ensuring changes are embedded safely and sustainably.
- Organise storage and disposal at end of productions, ensuring 'live' shows remain accessible, assigning items to storage, recycling, reuse etc.

As a key member of the Production Management Team:

- The Production Management Team lead and support wider production departments to ensure operations run smoothly, safely and efficiently.
- Work with Deputy Production Manager and Theatre Business Officer to ensure freelancers are paid promptly and expenditure tracking aligns with the Globe Finance System.
- Support Visiting Artists, events and filmed productions, liaising with external production teams on technical riders, installation schedules and exchange of H&S information.
- Maintain relationships with industry freelancers and casual production staff, recruiting a skilled, diverse and inclusive workforce.
- Foster a collaborative and positive working environment, promoting teamwork and professional development, helping to provide pathways for new talent coming into the industry.
- Work with the Head of Production, Head of Stage and Deputy Production Manager to coordinate logistics, storage and transportation across departments and offsite production spaces, ensuring control of contractors when working away from the main site.
- Schedule and chair production, and production department meetings, liaising with the Head of Production Operations on wider organisational matters.
- Promote a culture of safety and wellbeing, ensuring production operations are in compliance with relevant H&S legislation.
- Allocate available resources to cross organisational activities as required.

Sustainability and Environmental Responsibility:

- Promote and implement sustainable practices in all aspects of production, leading the team's engagement with the Theatre Green Book, monitoring each show's sustainability against expenditure providing clear reporting data.
- Champion sourcing of eco-friendly materials and waste reduction measures, having an up to date knowledge of available resources from stock.
- Represent the Globe Production Team at theatre industry forums and events.

PERSON SPECIFICATION

- Proven Production Management experience of delivering new productions to a high standard, within budget and timescales.
- Ability to manage practical risk management in performance with a strong knowledge of relevant theatre Health & Safety legislation.
- Practical, proactive and hands on approach to theatre production with a good understanding of theatre craft across all areas of production, rigging, stage management, props etc.
- Practical experience of constructing scenery and running fit ups and get outs. Experience of managing crews.
- Ability to influence sustainability in a practical manner.

- Ability to manage multiple projects simultaneously within a busy repertory system.
- Full clean driving license
- Exceptional creative problem solving skills, balancing needs of shows and wider resourcing of the department. Ability to remain calm, professional and positive under pressure or in difficult situations.
- Ability to communicate effectively with a wide range of stakeholders across multiple disciplines, enabling team members to achieve their full potential.

Embodies these essential Globe ways of working:

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Full Time (35 hours per week) / Permanent

[A full set of terms and conditions will be supplied with a contract of employment]

- Hours:** **35 hours (exclusive of breaks) across 5 days per week.**
During allocated tech weeks you will be required to work more hours per week. Flexibility of working hours will be required as per above, with some evening and weekend commitments.
There are no extra payments for additional hours worked. Instead, time off in lieu will be granted with the agreement of the Head of Production.
- Salary:** **£46,000.00** per annum pro rata, dependent on experience
- Holiday:** The annual holiday leave is 25 days per calendar year plus Bank Holidays. One day additional annual leave every service anniversary up to 28 days
- Benefits:**
- Discount in the Globe shop and onsite restaurants/cafes
 - Staff discounts via My Globe perks and better Bankside Buzzcard
 - Free entry to selected shows, events and activities
 - Access to our free employee assistance programme and 24/7 virtual GP service

- Enhanced maternity, paternity, adoption, and shared parental leave and pay
- Life assurance scheme
- Rental deposit scheme
- Season ticket loans
- Eye test voucher scheme
- Flu vaccination scheme
- Cycle to work scheme
- Enhanced employer pension contributions after 12 months service

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.